

Oceanside Community Club

General Guide to Planning a Function

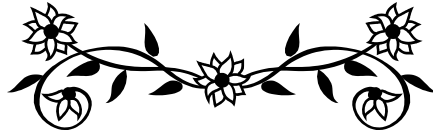


United States Coast Guard Training Center
Morale, Well-Being & Recreation
Cape May, New Jersey

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INTRODUCTION



This brochure has been prepared for your convenience. It contains information regarding the Oceanside Community Club requirements, various menu suggestions, prices and arrangements which are available. Should you desire items that are not listed in this brochure please feel free to inquire as to their availability. The United States Coast Guard Training Center's Oceanside management and staff are committed to helping you make your function, party, or wedding reception a memorable and festive occasion.

The Club Manager can be contacted **Monday through Friday from 8:00 a.m. to 4:00 p.m. at 609.898.6937** and will be able to assist you in planning and coordinating your next event. Please call today for more information or to book you next event.

SPECIAL SERVICES AVAILABLE

I. DANCE FLOOR: The Oceanside Community Club is equipped with a 380 sq. ft. permanent inlaid dance floor.

II. TABLE SET UP: The Oceanside Community Club has a wide variety of tables, including round and square tables with seating capacities of 4 or 6 and banquet tables with a seating capacity of 8 to 10. Formal head tables can be set as well.

III. PODIUM: A large wooden podium is available, free of charge.

However, we do not have any audio or visual equipment, but you may arrange to bring your own.

IV. FLOWERS: Arrangements must be handled by you directly.

V. BAKERY: Arrangements must be handled by you directly.

VI. MUSIC: Arrangements must be handled by you directly.

VII. ROOM CAPACITY: The Oceanside Community Club can seat up to 120 guests.

Oceanside Dining Area	100 guests (seated)
Oceanside Lounge Area	64 guests (standing) 20 guests (seated)

HELPFUL HINTS FOR PLANNING YOUR EVENT

I. PLAN AHEAD as far in advance as possible. Set your date well in advance so that you can be sure the Oceanside Community Club will be available. Four or Five months prior to your event are not too early to begin planning your private function; One year in advance is recommended for wedding receptions.

II. Decide **HOW MANY GUESTS** will be Attending your function.

III. Arrange **BUDGETS** for food, drinks, music, flower, etc.

IV. If you want **SPECIAL ITEMS**, for example, a certain type of wine or champagne let the Club Manager know *three weeks* in advance.

V. Make any **FINAL ARRANGEMENTS** with the Club Manager at least *two weeks* in advance.

VI. We have been catering parties and receptions for many years, so please feel free to **ASK OUR ADVICE** if you are not sure of certain procedures.

Enclosed, please find a *letter of request* to use our facilities for your private function. Contact the Club Manager at the United States Coast Guard Training Center for further information and availability of dates.

**UNITED STATES COAST GUARD TRAINING CENTER
OCEANSIDE COMMUNITY CLUB**



PLEASE READ THE FOLLOWING REQUIREMENTS

NUMBER OF GUESTS

All dinners require a 50 person minimum. A guaranteed number of guests are required seven days in advance of function.

LUNCHEONS

Prices quoted for the Luncheon Menus are based on a two hour event.

DEPOSITS

We require a non-refundable deposit for weddings and all other functions to reserve a date on our calendar. This deposit will be applied to the final bill. Please remember that the deposit will not be refunded if you cancel your reservation.

CLEAN UP FEE

A clean up fee is required for all room rentals. The Club Manager will inspect the room and if found to be in satisfactory condition a full refund will be issued.

PAYMENT

Full Payment must be made the day of the function. Price includes labor and gratuity only. All receptions are subject to a fee of \$50.00 for set up and linen for up to 50 guests. For events over 50 people there is an additional \$.50 per person over the 50 count. If you require a cash bar, the rate is \$12.00 per hour per bartender.

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OCEANSIDE COMMUNITY CLUB**

**LUNCHEON MENU
SOUP & SANDWICH**

Cup of Soup

CHOICE OF TWO SANDWICHES

Roast Beef
Turkey & Cheese
Ham & Cheese
Tuna Salad
Cheese

CHOICE OF ONE SIDE

Pasta Salad
Potato Salad
Macaroni Salad
Coleslaw
Chips

Pudding Dessert

Coffee, Decaffeinated Coffee & Tea

\$7.95 / Person

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**LUNCHEON MENU
SIT DOWN**

OPTION 1

CHOICE OF ONE ENTRÉE

Baked Chicken

Baked Ham

Sliced Turkey w/ Gravy

Roast Beef w/ Au Jus or Gravy

Served with Rolls, Salad, Potato & Vegetable

OPTION 2

Stuffed Pasta with Meatballs in Sauce

Served with Rolls & Caesar Salad

Pudding Dessert

Coffee, Decaffeinated Coffee & Tea

\$10.95 / Person

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LUNCHEON MENU
COLD CUT BUFFET

Sliced Ham ♦ Sliced Turkey ♦ Sliced Roast Beef

Assorted Cheese Tray

Lettuce & Tomato

Assorted Fresh Rolls

Potato Salad or Pasta Salad

Coleslaw

Pudding Dessert

Coffee, Decaffeinated Coffee & Tea

\$9.95 / Person

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BUFFET

CHOICE OF ENTRÉE

Baked Chicken
Baked Ham
Roast Beef
Turkey

CHOICE OF POTATO

Au Gratin
Baked
California Red
Oven Baked

CHOICE OF VEGETABLE

Corn
Green Beans
Peas & Pearl Onions

Served with Rolls & Salad

CHOICE OF DESSERT

Ice Cream
Cake
Pudding

Coffee, Decaffeinated Coffee & Tea

\$15.00 / Person

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ITALIAN BUFFET

Tossed Salad with Dressing

Chicken Parmesan

CHOICE OF PASTA

Stuffed Shells

Baked Ziti

Spaghetti

Italian Medley Vegetables

Garlic Bread

CHOICE OF DESSERT

Ice Cream

Cake

Pudding

Coffee, Decaffeinated Coffee & Tea

\$15.00 / Person

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OCEANSIDE COMMUNITY CLUB**

**STEAMSHIP BUFFET
STEAMSHIP ROUND OF BEEF**

Assorted Rolls & Butter

Choice of Soup or Salad

CHOICE OF ONE STARCH

Red Bliss Potatoes with Garlic, Butter & Parsley

Baked Potato with Sour Cream

Oven Browned Potatoes

Au Gratin Potatoes

Baked Stuffed Shells

Baked Ziti with Meat Sauce

CHOICE OF ONE VEGETABLE

Peas & Pearl Onions

Cut Green Beans with Almonds

Corn & Lima Beans

Fresh Broccoli Spears

Glazed Baby Carrots

Italian Medley

CHOICE OF TWO DESSERTS

Pie

Cake

Ice Cream

Sherbet

Pudding

Coffee, Decaffeinated Coffee & Tea

\$22.95 / Person

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**DELUXE STEAMSHIP BUFFET
STEAMSHIP ROUND OF BEEF**

Assorted Rolls & Butter
Choice of Soup or Salad

CHOICE OF SECOND ENTRÉE
Sliced Turkey Breast with Gravy
Sliced Glazed Ham

CHOICE OF ONE STARCH
Red Bliss Potatoes with Garlic, Butter & Parsley
Baked Potato with Sour Cream
Oven Browned Potatoes
Au Gratin Potatoes
Baked Stuffed Shells
Baked Ziti with Meat Sauce

CHOICE OF ONE VEGETABLE
Peas & Pearl Onions
Cut Green Beans with Almonds
Corn & Lima Beans
Fresh Broccoli Spears
Glazed Baby Carrots
Italian Medley

CHOICE OF TWO DESSERTS
Pie or Cake
Ice Cream, Sherbet or Pudding

Coffee, Decaffeinated Coffee & Tea

\$25.95 / Person

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ENTRÉES

Each Entrée includes assorted rolls & butter, salad, choice of one starch, choice of one vegetable, and choice of one dessert. Appetizers are optional and will cost extra.

Fresh Roast Turkey with Dressing & Gravy
Oven Baked Half Chicken
Baked Ham with Raisin Sauce
Sliced Roast Beef with Au Jus or Brown Gravy
Roast Pork Loin with Gravy
\$15.95 Each

Stuffed Chicken Breast
Roasted Stuffed Pork Loin with Apple Stuffing
Served Plain or Topped with Gravy
\$16.95 Each

Prime Rib of Beef with Au Jus
\$19.95 Each

Crab Cakes
\$22.95 Each

Baked Stuffed Shrimp with Crab
\$24.95 Each

Surf & Turf
Filet Mignon
\$27.95 Each

Sauté Sea Scallops
Fried or Baked Flounder
Fresh Stuffed Flounder
Market Price

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CHOICE OF ONE STARCH

Mashed Potatoes
Red Bliss Potatoes with Garlic, Butter & Parsley
Baked Potato with Sour Cream
Stuffed Baked Potato
Oven Browned Potatoes
Au Gratin Potatoes
Scalloped Potatoes
Wild Rice
Baked Ziti
Pasta Salad
Macaroni Salad
Potato Salad

CHOICE OF ONE VEGETABLE

Peas & Pearl Onions
Cut Green Beans with Almonds
Corn & Lima Beans
Fresh Broccoli Spears
Glazed Baby Carrots
Italian Medley

APPETIZERS

(Available upon Request)
Mixed Fruit Cup \$1.50 Each
Shrimp Cocktail Market Price
Soup \$1.50 Each

Will Consider Requests for Alternatives

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DESSERTS

Cake

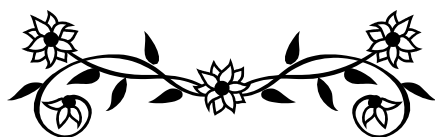
Assortment of Cookies

Pies: Apple, Peach or Cherry
A La Mode add \$.75 Each

Ice Cream

Sherbet

Served with Coffee, decaffeinated Coffee & Tea



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HORS D'OEUVRE SELECTIONS

Raw Vegetables & Dip
\$35.00 (35 to 40 People)

Assorted Cheese, Pepperoni & Cracker Tray
\$45.00 (25 to 30 People)

Assorted Cheese & Crackers
\$45.00 (35 to 40 People)

Meatballs
\$55.00 per 100 Pieces
(Sweet & Sour, Swedish or Italian with Cheese)

Franks in a Blanket
\$65.00 per 100 Pieces

Chinese Egg Rolls
\$65.00 per 100 Pieces

Chicken Tenders
\$100.00 per 100 Pieces

Mini Quiches
\$75.00 per 100 Pieces

Chicken Wing Dings
\$100.00 per 100 Pieces

Stuffed Mushroom Caps with Crab
\$125.00 per 100 Pieces

Scallops Wrapped in Bacon
\$125.00 per 100 Pieces

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BEVERAGE ARRANGEMENTS & PRICE LIST

OPEN BAR WITH HOUSE BRANDS

One Hour	\$6.00 / Person
Two Hours	\$10.00 / Person
Three Hours	\$12.00 / Person
Four Hours	\$14.00 / Person
Five Hours	\$16.00 / Person

The above price includes house brand draft beer, wine & soda. Premium brands are available for an additional \$2.75 / Person per Hour.

CHAMPAGNE

Champagne Toast	\$1.50 / Person
Champagne Punch	\$60.00 / Bowl

PUNCH

Decorative Fruit Punch	\$30.00 / Bowl
Sherbet Punch	\$40.00 / Bowl

BEER

Domestic	\$70.00 / Keg
Imported	Price may vary

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OCEANSIDE COMMUNITY CLUB**

FORM LETTER OF REQUEST FOR USE OF OCEANSIDE COMMUNITY CLUB

Commanding Officer
Date _____

United States Coast Guard Training Center
Manager, Oceanside Community Club
Cape May, NJ 08204

I request use of the Oceanside Community Club on _____.
(DATE)

I request use of the Oceanside Community Club for _____.
(TYPE OF FUNCTION)

If you are a Sponsor, please state you relationship to the Sponsored. _____.
(RELATIONSHIP)

Please provide the following:

Name of Sponsor _____
(Point of Contact)

Branch of Service _____

Home Address _____

Phone Number(s) _____

For Weddings:

Name of Bride _____
Phone Number _____
Address _____

Name of Groom _____
Phone Number _____
Address _____

